

## CITY OF HAYWARD

### HOUSING INSPECTOR

#### DEFINITION

Work primarily involves inspection of single family and multi-family rental dwellings, including condominiums and townhouses, and motels and hotels, to determine that the premises meet minimum code standards and are safe, sanitary and fit for human habitation.

#### SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Senior Housing Inspector.

#### ESSENTIAL DUTIES

1. Inspects residential rental units and motels and hotels for code compliance and property maintenance; also performs similar work to comply with City rent control regulations relating to decontrol of rental units.
2. Works cooperatively with other City personnel, property owners, managers, tenants, contractors and the public.
3. Investigates tenant and citizen complaints regarding compliance with building and housing codes.
4. Interprets and explains codes and regulations and inspection program procedures to citizens and property owners and managers.
5. Writes various reports and letters to property owners and other interested parties.
6. Coordinates work as necessary with other city divisions and departments and outside governmental agencies.
7. Maintains paper and electronic files in an orderly and timely manner.
8. Assures that all corrective work is done in a timely manner and in compliance with City codes.
9. Performs related duties as required.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

- A. Uniform Housing, Building, Plumbing, Electrical and Mechanical Codes.
- B. Appropriate materials, methods and standards used in building, plumbing, electrical and mechanical construction.

#### Ability to:

- C. Deal effectively and tactfully with property owners and managers, tenants, contractors the general public and city staff.
- D. Work independently and exercise independent judgement.
- E. Read and interpret regulations and policies.
- F. Read and interpret building plans, blueprints and specifications.
- G. Communicate clearly and concisely, orally and in writing.

### EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

One year of full time experience as a Housing or Building Inspector, Fire Inspector, or similar position;

OR

An appropriate combination of education and/or vocational in service training and inspection experience in housing, building, plumbing, electrical and mechanical inspection equivalent to the above;

Experience (continued):

OR

Three years of progressively responsible experience in a variety of building construction work, preferably including one year in a supervisory capacity.

Training: Equivalent to completion of the twelfth grade.

License or Certificate: Possession of a valid Class C California Driver's License upon employment.

SPECIAL REQUIREMENTS:

Essential duties require the following abilities and work environment: ability to inspect rental property with occasional exposure to slips/trips and falls; perform various physical activities on a regular basis including sitting, standing, walking, kneeling, crouching, stooping, squatting, climbing and twisting upper body and work outside in extreme cold or heat.

PROBATIONARY PERIOD: One year

660CS94

July 1975

Revised February 1994

Revised May 1999

APP GROUP: 5

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt

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